

FOOD INSPECTOR

FREQUENTLY ASKED QUESTIONS

Q) Have you received my application?

A) We issue a confirmation letter when your application is received and logged in. Please keep in mind that due to the high volume of applications received every day, it may take up to 2 weeks before you receive the Notice of Receipt. If you **do not** receive a notice within that time frame, feel free to call our office and check on the status. Please be patient --- we process incoming applications as quickly as possible.

Q) Do I qualify to take the test?

A) A Staffing Specialist from our agency will review your application to determine whether or not you are eligible to take the test. If you are found eligible, they will send you a letter stating that you meet the qualification requirements for the position, and you will be registered to take the test. If you are found ineligible, your application and test scheduling card will be returned to you with a cover letter stating that you did not meet basic qualifications. Sometimes, additional detail on your job duties is all that is needed.

Q) When will I receive the time, date and location of the test?

A) Notification of the exact time, date, and location of the test will be sent to you in writing by the Office of Personnel Management (OPM), approximately 2 weeks before the test. **Test will not be scheduled before the 10th of the month.**

Q) How long is the test?

A) The test is timed and is approximately 3 hours long. OPM asks that you arrive at least 30 minutes before the test is scheduled to begin. No one will be admitted once the test has started.

Q) Are there recommended study guides for the test?

A) There are no recommended study guides. It will include Basic Math, Vocabulary and Reading Comprehension, Following Oral Instructions, and Noticing Subtle Drawing Differences. Approximately 2 weeks before the test is given, OPM will send you a test packet, which will include sample questions. These sample questions will give you a good idea of what will be on the test.

Q) When will I get my test results?

A) Test scores will be sent to you **in writing** approximately 4 to 6 weeks after the test is taken. We are unable to provide this information over the phone. If you do not receive test results (Notice of Results) in 6 weeks, however, please feel free to contact our office to check on the status of your test results.

Q) How can I make changes to my records (update address, phone number, geographic codes, etc.)?

A) All requests for changes must be done in writing. The easiest way to do this is to **fill out the form on the back of your Notice of Results. Check the block that says, “I request Change/correction to my record,”** then fill in the necessary changes. You may also write a letter to our agency to request the changes. Be sure to include your name, social security number, and the job for which you are applying, along with the statement “Please make the following changes to my records...”

Q) When do I extend my eligibility?

A) Once you take and pass the test, your eligibility is good for 1 year. See your Notice of Results for your expiration date. You can request that your eligibility be extended no more than 60 days before it is due to expire. Extensions must be requested in writing.

Q) Where am I on the list?

A) As applicants pass the test and are added to the register, or selected and removed from the register, the applicant pool changes. Your name is on a list only when you are referred for a specific location where there is a vacancy. At that time, applicants are referred in score order.

Q) Where is the hiring activity going on?

A) We continually hire individuals to fill our Food Inspector positions throughout the United States. See the Recruitment Bonus list for the shortage areas.

Q) After taking and passing the test, how long does it take to actually start working?

A) A definite time limit for when an applicant will start to work cannot be given. It depends on where the vacancies are, where an applicant is willing to work, and the scores of the applicants who are being considered. If selected for a position, however, a start date is typically established in 4-8 weeks.

Q) I got my test results back in the mail and found out that I did not pass the test. What should I do?

A) Along with your test results we will return your qualifying application, a current Test Schedule and a Test Scheduling card. If you wish to re-take the test, please re-submit the qualifying application along with a completed test-scheduling card that must be postmarked no later than the posted deadlines.

Please submit all requests to:

**USDA, FSIS, HRFO, SYSTEMS SECTION
100 NORTH SIXTH STREET
BUTLER SQUARE W., SUITE 420 C
MINNEAPOLIS, MN 55403**

If your questions have not been answered on this FAQ sheet, please call **1-800-370-3747** and we would be more than happy to help you.